



**RTC VILLANOVA MAINTENANCE FACILITY
RENOVATION and EXPANSION PROJECT**

Special Use Permit Application

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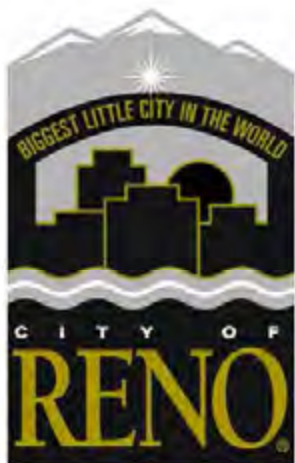
Map Pocket

- ❖ Color Site Plan
- ❖ Color Building Elevations
- ❖ Color Landscape Plans
- ❖ Project Plans
 - Preliminary Title Sheet
 - Preliminary Site Plan
 - Preliminary Grading Plan
 - Preliminary Site Lighting Plan

Section 1

City of Reno Application Forms

CITY OF RENO
APPLICATION FOR SPECIAL USE PERMIT



For Community Development Department Use Only:

CASE NUMBER: _____

Date Received _____
Time Received _____

PROJECT NAME: RTC - Villanova Maintenance Facility Renovation and Expansion

PROJECT DESCRIPTION: Renovation and expansion of existing bus maintenance facility on existing site

PROJECT ADDRESS: 2050 Villanova Dr

PROPERTY SIZE: 6.87 acres ASSESSOR'S PARCEL NO(S): 013-341-23

ZONING - EXISTING: PF PROPOSED: No Change

MASTER PLAN - EXISTING: PF PROPOSED: No Change

EXISTING LAND USE: Transit Bus Maintenance Facility for the RTC

PROPERTY OWNER(S)

NAME: NDOT

ADDRESS: PO Box 30002 C/O Regional Transportation Comm. Lessee

Reno, NV 89520

PHONE: 775-888-7000

APPLICANT/DEVELOPER(S)

NAME: RTC (David Carr)

ADDRESS: 1105 Terminal Way, Suite 108

Reno, NV 89502

PHONE: 775-332-2161

FAX NO: 775-348-0170

PERSON TO CONTACT REGARDING APPLICATION:

NAME: Tom Matter

(IF SAME AS OWNER OR APPLICANT, PLEASE INDICATE)

ADDRESS: 50 West Liberty St., Suite 205

Reno, NV 89501

PHONE: 775-360-7206

FAX NO: 775-329-9162

E-MAIL ADDRESS: Tom.Matter@ch2m.com

The City of Reno will direct all mail on this project to the contact person designated above.
The above information is required.

CITY OF RENO SPECIAL USE PERMIT APPLICATION

The owner or duly authorized agent of the owner of the property herein described requests the Planning Commission of the City of Reno to approve a special use permit for the use described herein.

PROJECT NAME:

RTC - Villanova Maintenance Facility Renovation and Expansion

PROJECT DESCRIPTION:

The RTC is proposing to modernize their current maintenance facility in order to maintain their modern fleet of transit vehicles. The improvements include both renovations and expansion. The improvements

will allow the RTC to store all of their busses inside storage bays, conduct maintenance of the larger busses indoors and improve the overall efficiency of their day to day operations.

PROVIDE A DESCRIPTION OF THE SPECIAL USE PERMIT REQUESTED (Including type of activity, number of employees, description of structures to be built/used, etc):

The proposed project includes the renovation and expansion of the RTC's existing vehicle maintenance facility. The existing facility is at capacity and cannot efficiently accommodate the current fleet of longer and taller hybrid, articulated and, electric buses. The proposed work will expand the overall facility from 80,000 sq ft to 93,000 sq ft and at the same time modernize some of the amenities necessary to maintain the RTC's current fleet of busses as well as allow the RTC to store all busses indoors when not in use. .

IDENTIFY THE IMPACTS OF THE PROPOSED USE ON ADJACENT LAND USES AND PUBLIC FACILITIES (Such as noise, traffic generation, hours of operation, odors, smoke, dust):

It is not anticipated that the proposed improvements to the site will have any adverse affects on any of the adjacent land uses. There should be an expected reduction in the amount of traffic due to the relocation of office personnel from this site over to the RTC's terminal way site and the elimination of the board room.

The hours of operation will remain the same and the same type of activities will occur on site in regards to the remaining maintenance facility.

ENVIRONMENT:

- 1) Is the project situated on steep or severe terrain (15.1% or greater) and/or does this application trigger a Special Use Permit for Hillside Development?

no

- 2) Will the project disturb areas within or adjacent to wetlands, stream environments, major drainageways, or significant hydrologic resources? YES ☐ NO ☒

(If so, explain the impact(s) and describe proposed mitigating measures. Such environmentally sensitive areas must be shown on the subdivision map.)

- 3) Describe the methods for stabilization and/or revegetation of exposed and disturbed soils due to proposed grading activities:

not applicable

Does the project trigger an SUP for residential adjacency? If yes, explain how and refer to section for submittal requirements.

Yes, the project is across Matley Way from Wooster High School

Is the project an expansion of an existing facility? Please indicate existing and proposed acreages and square footages.

Acreage will increase by 0.25 acres and building square footage will increase by approximately 12,500 sq ft.

The acreage increase will be due to the inclusion of the closed and abandon southern Texas Turnaround. This area is already being used by RTC for excess bus storage.

- 4) How does this project incorporate green technologies to reduce energy consumption into the site, building, and landscape design?

The proposed improvements to the buildings will incorporate daylighting, energy efficient lighting
and passive cooling techniques to reduce energy consumption

UTILITIES:

WATER:

IS A CONCEPTUAL WATER SUPPLY AND CONVEYANCE STUDY INCLUDED WITH THIS APPLICATION? no

(If no, provide an explanation)

The reduction of the total number of employees at the site will reduce the overall water consumption. All of the RTC office personnel
currently located on site are being relocated to the RTC's terminal way facility. Thus, the proposed expansion will not result in any additional water demand.

Indicate the source of water, water purveyor, and the estimated water demand for the project:

TMWA will remain the water purveyor for this project

SEWER:

IS A PRELIMINARY SEWER REPORT INCLUDED WITH THIS APPLICATION? no

(If no, provide an explanation):

The project will not adversely affect the existing sewer lines that leave the site. No new sewer lines will be
added and the overall demand will be reduced for the same reason as the overall water demand.

- 1) Indicate which entity and facility will provide sewer collection and treatment and provide an estimate of the project generated sewage contribution:

City of Reno Sewer currently serves the site.

- 2) Provide a description of the size, location, and ownership of existing and proposed sewer lines connecting to sewer lines of the sewage treatment provider:

The current sewer system is comprised of a sewer main on the east side of the property that heads north and ties in with the

Cities sewer system at Villanova Drive. No additional sewer lines will be exiting the site.

ALL OTHER UTILITIES:

ARE POWER LINE RELOCATIONS PROPOSED FOR THIS PROJECT? no

(If yes, provide an explanation):

Provide a description of the type and ownership of existing and proposed public and quasi public utilities proposed to serve the project:

NV Energy, TMWA, AT&T and Zayo are anticipated to continue to serve the project.

TRAFFIC:

IS A PRELIMINARY TRAFFIC STUDY INCLUDED WITH THIS APPLICATION? no

(If no, provide an explanation):

daily operations at the site will not be changed and therefore there will be no new impacts on existing traffic.

Some improvements may reduce traffic on surrounding streets.

- 1) Provide peak hour and average daily traffic volume generation estimates for the proposed project.

- 2) Identify potential impacts to existing and proposed streets, intersections, and major transportation corridors affected by the project and describe mitigation measures proposed:

PUBLIC AND EMERGENCY SERVICES:

Provide the location and source of garbage disposal, police, fire, and emergency medical service providers and describe potential impacts the project may have upon the capacity of these service providers:

City of Reno police and fire, as well as REMSA will continue to provide emergency services to the site.

Waste Management will continue to provide disposal services.

WILL THE PROPOSED USE GENERATE HAZARDOUS WASTE? no

1. If the applicant has never operated a facility which generates hazardous waste, a letter stating such; or

2. If the applicant has operated a facility which generates hazardous waste, a letter including the name and location of any and all facilities the applicant has operated which generate hazardous waste. This letter must include a disclosure of any citations or correction notices issued against such facility and their status or disposition.

WILL THE PROPOSED USE INVOLVE ANY EXPLOSIVE MATERIAL AS DEFINED IN NRS 459.3816 AND NRS 459.38332? no

(If so, identify the materials, quantities stored on site, safety precautions which will be taken and method of disposal.)

_____(Applicants Initials) *Applications with missing plans and checklists or missing components of plans and checklists, will be deemed incomplete and returned within three (3) days of application submittal. Incomplete applications will not be scheduled for public hearings. The applicant must consult with Community Development Staff prior to submitting an application without the above information to determine if the information may be eliminated for a particular application. Additional information may be requested through the staff/applicant meeting and the review process.

PRELIMINARY LANDSCAPE PLAN SUBMITTAL REQUIREMENTS CHECKLIST

The plan shall, at a minimum, identify all areas to be landscaped and include required and provided area and tree calculations, water regime, and general types of landscaping proposed for the areas as more specifically described by Section 18.12.1203 of the Reno Municipal Code.

Applicant	Item No.	ITEMS REQUIRED FOR PRELIMINARY LANDSCAPE PLAN SUBMITTAL CHECKLIST	Staff
Complete and Correct			Incomplete
<input checked="" type="checkbox"/>	1	Identification of all areas to be landscaped	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2	Area and tree calculations	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3	Water regime (type of irrigation)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	4	General types of landscaping proposed for the area	<input type="checkbox"/>

PROJECTS OF REGIONAL SIGNIFICANCE

1. If the project will require a change in zoning, a special use permit, an amendment to a master plan, a tentative map or other approval for the use of land which, if approved, will have an effect on the region of increasing:
 - (a) Employment by not less than 938 employees; Yes ☐ No ☒
 - (b) Housing by not less than 625 units; Yes ☐ No ☒
 - (c) Hotel accommodations by not less than 625 rooms; Yes ☐ No ☒
 - (d) Sewage by not less than 187,500 gallons per day; Yes ☐ No ☒
 - (e) Water usage by not less than 625 acre feet per year; or Yes ☐ No ☒
 - (f) Traffic by not less than an average of 6,250 trips daily Yes ☐ No ☒
 - (g) Student population (K-12) by not less than 325 students. Yes ☐ No ☒
2. The project is:
 - (a) An electric substation; Yes ☐ No ☒
 - (b) A transmission line that carries 60 kilovolts or more; Yes ☐ No ☒
 - (c) A facility that generates electricity greater than 5 megawatts; Yes ☐ No ☒
 - (d) Natural gas storage and peak shaving facilities; Yes ☐ No ☒
 - (e) Gas regulator stations and mains that operate over 100 pounds per square inch; Yes ☐ No ☒
3. The project is a geothermal wellfield gathering system and power generation facility or a mining operation on any land within 20 miles of the Truckee Meadows Service Areas. Non-metallic materials such as sand, gravel and aggregate pits for construction projects within the Truckee Meadows are specifically excluded from this guideline. Yes ☐ No ☒
4. The project is located within the 100-year flood zone and; (1) will alter the stream channel or banks of a portion of the Truckee River or any of its tributaries as identified on Figure 2-1 "Surface Waters Tributary to Truckee River" of the 2004 – 2025 Regional Water Management Plan or; (2) will alter any wetlands delineated through the Section 404 permit process. Yes ☐ No ☒
5. The project is a new or significantly expanded landfill or other land disposal facility subject to regulation under Section 090 of the Washoe County District Board of Health regulations governing solid waste management; or any facility involved with the treatment and/or permanent disposal of hazardous or infectious wastes. Yes ☐ No ☒
6. The project will result in the loss or significant degradation of a designated paleontological site as identified in the adopted local government master plans, if such sites have been designated. Yes ☐ No ☒

The determination as to whether or not a project meets any one of the criteria listed above shall be based on the total size of the proposed use of land, including all phases, additions and expansions. Based on the above I certify that this project is/is not a Project of regional Significance. Yes ☒ No ☐

SPECIAL USE PERMIT APPLICATION CHECKLIST

INCOMPLETE APPLICATIONS WILL NOT BE SCHEDULED FOR PUBLIC HEARING.

APPLICATIONS: Paper originals shall be unbound with two-hole punch at top of application. Copies shall be collated and bound into separate packets of the following:

Applicant Complete and Correct	Item No.	ITEMS REQUIRED FOR GENERAL APPLICATION CHECKLIST	Staff
			Incomplete
<input checked="" type="checkbox"/>	1	Application Form(s)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2	Owner's Affidavit, Applicant Affidavit	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3	Advisory Board information (optional)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	4	8-1/2" x 11" Site Plan and the "Site Plan, Access and Circulation Checklist" (if applicable)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	5	8-1/2" x 11" Color Zoning/Vicinity Map	<input type="checkbox"/>
<input checked="" type="checkbox"/>	6	24" x 36" Colored Display Map (1 copy only for original application)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	7	24" x 36" Non-Colored Display Map	<input type="checkbox"/>
<input checked="" type="checkbox"/>	8	8-1/2" x 11" Color Building Elevations (if applicable)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	9	24" x 36" Building Elevations (original to be in color) (if applicable. One copy for file)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10	24" x 36" Preliminary Grading & Drainage Plan and Checklist (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	11	24" x 36" Preliminary Utility Plan and Checklist (if applicable) – may be part of the site/grading plan.	<input type="checkbox"/>
<input type="checkbox"/>	12	Preliminary Hydrology Report and Checklist (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	13	Preliminary Geotechnical Report (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	14	Preliminary Sewer Report and Checklist (if applicable)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	15	24" x 36" Preliminary Landscape Plan and Checklist (if applicable) - may be part of the site plan	<input type="checkbox"/>
<input type="checkbox"/>	16	Traffic study as required by RMC 18.12.903	<input type="checkbox"/>
<input checked="" type="checkbox"/>	17	Handicap parking spaces and regular parking space calculations	<input type="checkbox"/>
<input type="checkbox"/>	18	Information on signage (size, location, number & type)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	19	Exterior lighting (include site photometric plan-if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	20	Supporting Information including a written analysis of applicable findings listed under SPECIAL USE PERMIT PROCEDURES	<input type="checkbox"/>
<input checked="" type="checkbox"/>	21	Check or Money Order	<input type="checkbox"/>
<input checked="" type="checkbox"/>	22	Project of Regional Significance Analysis (if applicable)	<input type="checkbox"/>

Section 2

Project Description



Project Description

Project Location

The proposed project location is 2050 Villanova Drive, Reno, County of Washoe, Nevada. The project sits within the NDOT right-of-way for I-580 and the majority of the site is located under the freeway. The main entrance to the facility is on Villanova Drive and served via a Texas Turnaround that connects Durham Road and Matley Way.

The Project site is an approximately 6.87 acre parcel designated as Washoe County Assessor Parcel Number (APN) 013-341-23. The property is owned by Nevada Department of Transportation and leased to RTC. The site contains an RTC terminal, concrete and asphalt paving, maintenance buildings, and minor landscaping.

Project Request

Included with this application is a special use permit request to allow the RTC to expand the building footprint on the site by 12,535 sqft.. The current buildings total 80,515 square feet and the proposed additions would bring the total building square footage to 93,050. The proposed project triggers the need for an SUP based on residential adjacency and the fact that the RTC site is across Matley Way from Wooster High School.

Project Access & Vehicular Circulation

The Site currently is accessed primarily via a Texas Turnaround located just south of Villanova drive connecting Durham Road and Matley Way. Additional ingress to the site is located off of Matley Way but this ingress is only typically used if the main entrance is not accessible. Egress from the site occurs at two locations. Transit busses exit the site onto Durham Rd. and cars exit the site via the same Texas Turnaround.

Landscape Standards

Landscaping is an essential part of the proposed expansion and the landscape architect has carefully designed the landscaping to maximize the limited available area available. However, the unique use of the site requires a large amount of paving in order to efficiently circulate the busses on the site in order to perform required maintenance operations. The majority of the landscaping is located on the perimeter of the site in order to screen the facility from the adjacent tenants.

Please refer to the preliminary landscape plan for a detailed conceptual plan.

Vehicular Parking

Parking is currently provided throughout the site. The proposed new facility layout will provide a total of 99 spaces, of which 5 spaces will be designated accessible spaces. Additionally there are 5 locations available for motorcycle and scooter parking. Currently, at any one time the site will have a maximum of 48 employees. The breakdown of the employees consists of 29 maintenance employees and 19 other (admin, dispatch, supervisors, clerks). Per the Reno Zoning Code (Table 18.12-8) and the mixed uses on

the site, the RTC is required to provide 35 parking spaces. Due to the uniqueness of this facility, we calculated the number of parking spaces based on the Truck Terminal Category which requires one space per 275 square feet of office space.

Lighting

Additional external lighting will consist of new wall pack lighting on the new buildings. All lighting will comply with code standards.

Signage

Signage will be provided per code requirements. Detailed signage plans will be provided at the time of building permit.

Development Statistics

Total Site Area

Existing	6.87 acres
Proposed Additions	0.25 acres
Total	7.12 acres

Building Area

Existing	80,515 sqft
Proposed Additions	12,535 sqft
Total	93,050 sqft

Parking

Peak Employees on Site	48 people
Parking Required (Table 18.12-8; Reno Land Dev. Code)	35 stalls
Parking Provided	99 stalls
Accessible Required (Table 18.12-9; Reno Land Dev. Code)	4 stalls
Accessible Provided	5 stalls

Findings:

Special Use Permit Findings

Special Use Permit: General special use permit findings. Except where specifically noted, all special use permit applications shall require that all of the following general findings be met, as applicable.

(a) The proposed use is compatible with the existing surrounding land uses and development;

Response: The RTC's current Villanova Maintenance Facility serves two purposes. The site is used for maintenance and storage of the public transportation fleet as well as offices for the administrative staff related to the public transportation operations. The use of the site will remain the same but administration functions will be reduced by relocating to another site. All of the modifications being made are intended to improve the RTC's ability to serve the public via public transportation and will not change from the current uses of the facility. As such, the proposed renovation and expansion does not change the current compatibility with surrounding uses in the area.

(b) The project is in substantial conformance with the Master Plan;

Response: The proposed expansion and renovation will not change the day to day operations that occur on the site. Additionally, the adjacent uses of nearby tenants have not changed. Therefore, the project will remain in substantial conformance with the Master Plan.

(c) There are or will be adequate services and infrastructure to support the proposed development

Response: The existing infrastructure currently serving the site is adequate to handle the proposed improvements. The overall demand for water and wastewater can be accommodated by the existing infrastructure as there will be no increased demand. The existing power on-site is also sufficient enough to handle the proposed new loads. Since expansion area and most of the site is pavement there is little change to storm water flows.

(d) The proposal adequately mitigates traffic impacts to the project and provides a safe pedestrian environment;

Response: All ingress and egress at the site will remain the same. Additionally, the RTC will provide the same pedestrian environment currently available on the site. There are crosswalks and pedestrian access to the site at both the northwest and northeast corners of the site. The project will increase RTC ability to move vehicles to maintenance bays on site without entering the street. There are improvements to main bus site exit that should improve their ability to enter the flow of traffic on Durham Road. North site improvements should allow easier access to the site by returning buses. Each of these improvements should reduce or improve traffic on surrounding streets.

(e) The proposed site location and scale, intensity, density, height, layout, setbacks, and architectural and overall design of the development and the uses proposed, contributes to and enhances the character of the areas in which it is located;

Response: The proposed improvement are being designed to maintain or improve the aesthetics of the existing facility. Where applicable, setbacks of new facilities are being provided. Bus storage will continue to be located below the existing highway, minimizing impact. New bus storage building will reduce the number of buses visibly parked at the exterior of the site. New structures will mirror current materials and scale. New maintenance building will increase the existing structure height at the northwest corner of the site to properly maintain vehicles and conceal required mechanical systems currently exposed to view.

(f) The project does not create adverse environmental impacts such as smoke, noise, glare, dust, vibrations, fumes, pollution or odor which would be detrimental to, or constitute a nuisance to area properties;

Response: It is not anticipated that adverse effects with regards to the above will constitute a nuisance to area properties. A NEPA analysis was prepared in response to Federal funding requirements. That analysis identified no negative environmental impacts.

(g) Project signage is in character with project architecture and is compatible with or complementary to surrounding uses;

Response: Any new or additional signage will be provided in similar character to the current project signage.

(h) The structure has been designed such that the window placement and height do not adversely affect the privacy of existing residential uses;

Response: The facility does not have a view of existing surrounding residential areas. Additionally, no new windows are proposed that could be used to view the any surrounding area. KalWall windows are being provided about 16' above grade on two new buildings to let in natural light to enhance the work environment and decrease energy consumption.

Section 3

Maps and Supporting Documentation



LEGEND:

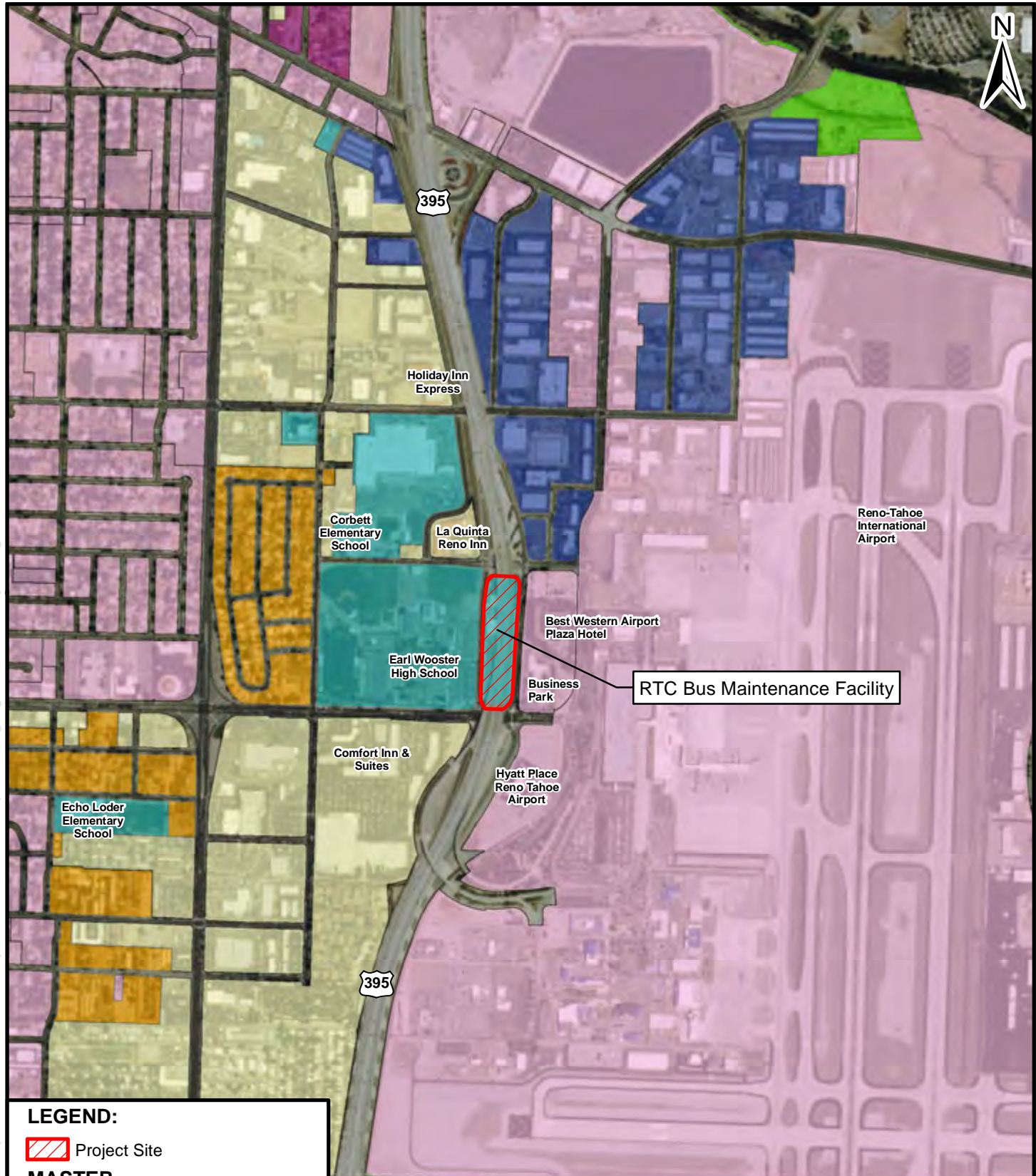
 Project Site

0 1,000 2,000
Scale In Feet



Villanova Bus Maintenance
Facility Improvement Project
Washoe County, Nevada


Figure 1
RTC Bus Maintenance Facility
Vicinity Map
Regional Transportation Commission
Reno, Nevada
Washoe County




LEGEND:

 Project Site

MASTER

 Industrial


 Mixed Residential

 Parks/Recreation/Open Space

 Public Facility

 Reno-Sparks Indian Colony

 SPECIAL PLANNING AREA

 Urban Residential/Commercial

0 1,000 2,000

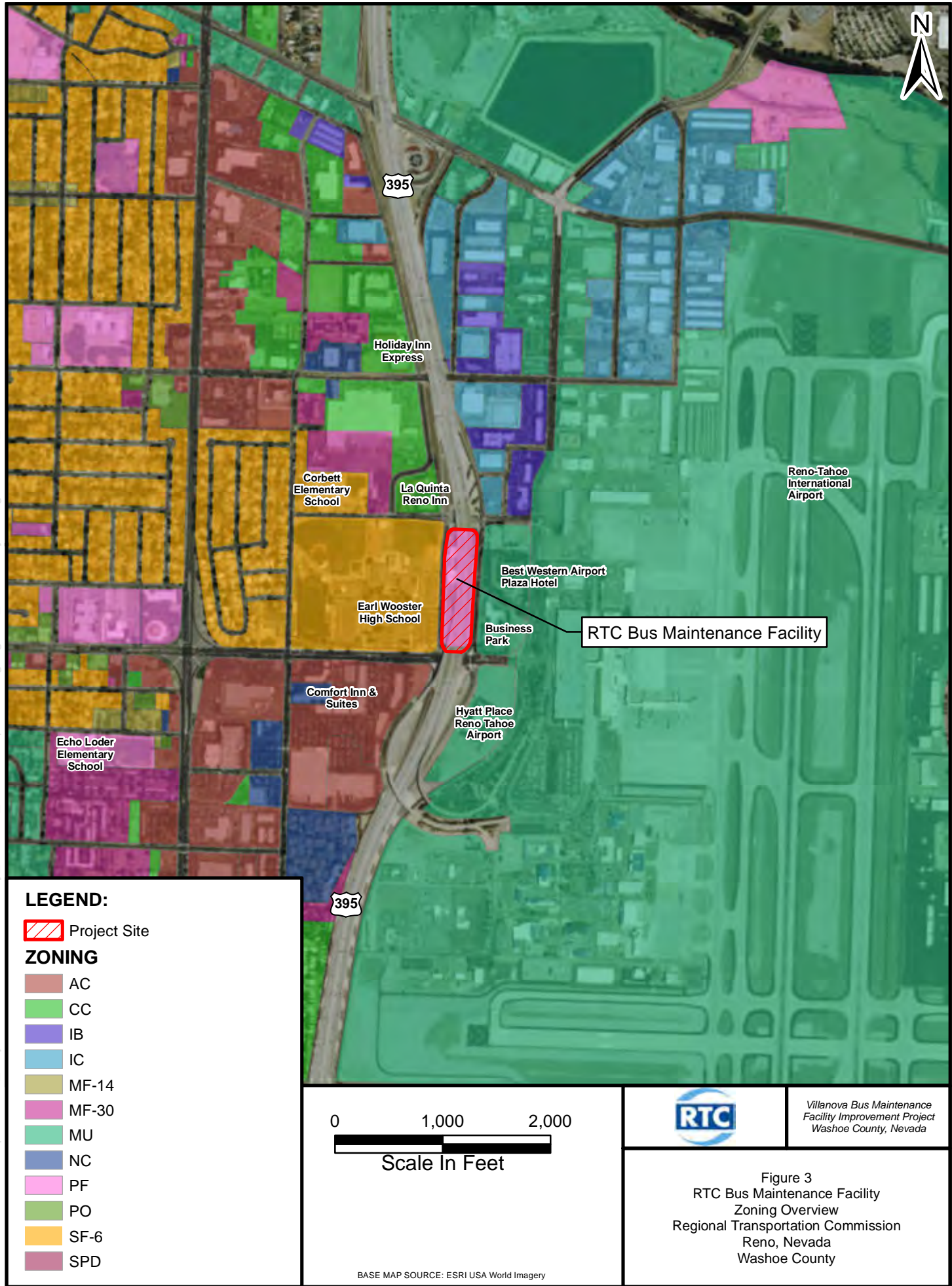


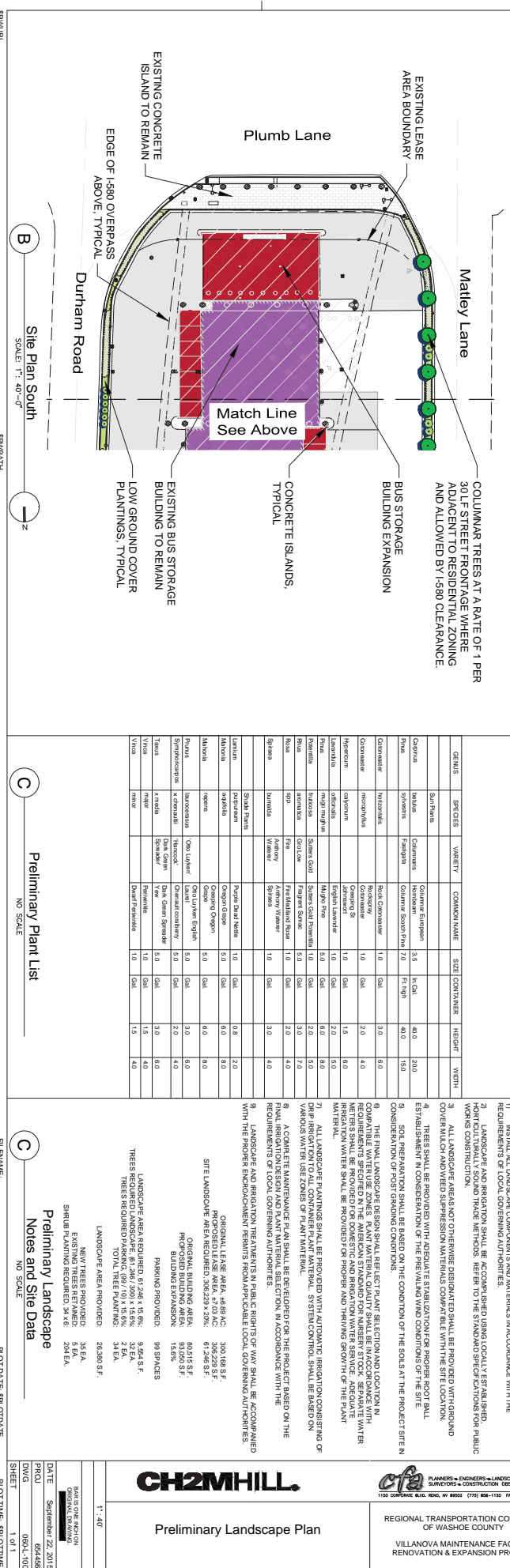
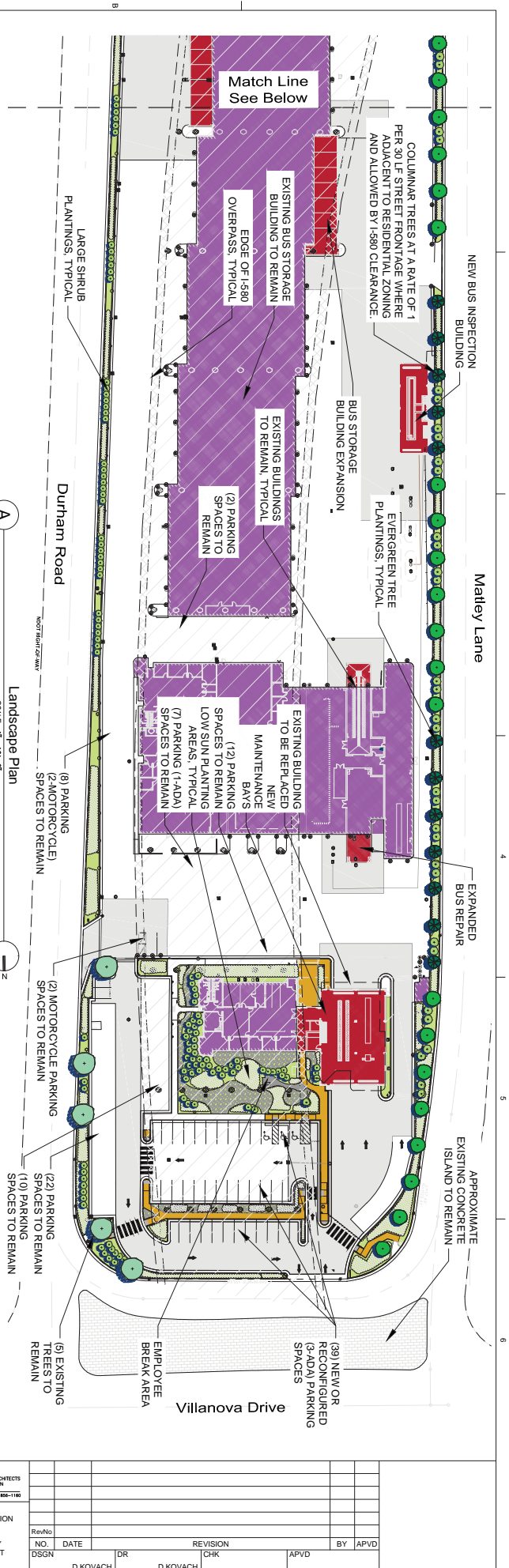
Scale In Feet



Villanova Bus Maintenance
Facility Improvement Project
Washoe County, Nevada

Figure 2
RTC Bus Maintenance Facility
Master Plan Land Use Overview
Regional Transportation Commission
Reno, Nevada
Washoe County

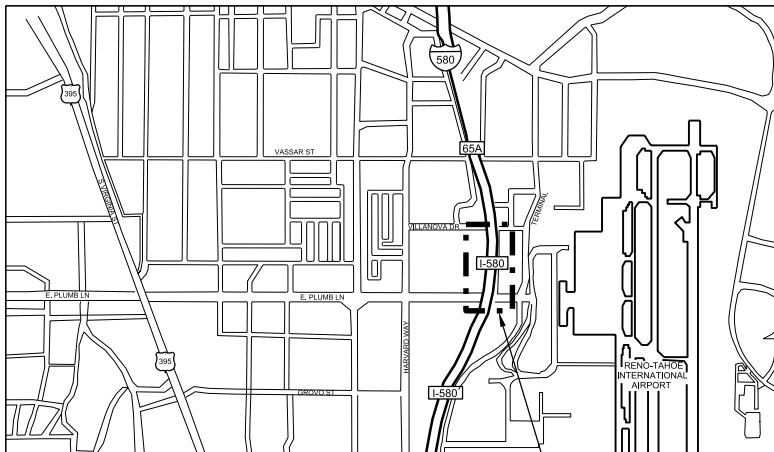




Villanova Maintenance Facility Renovation & Expansion Project

for
Regional Transportation Commission of Washoe County

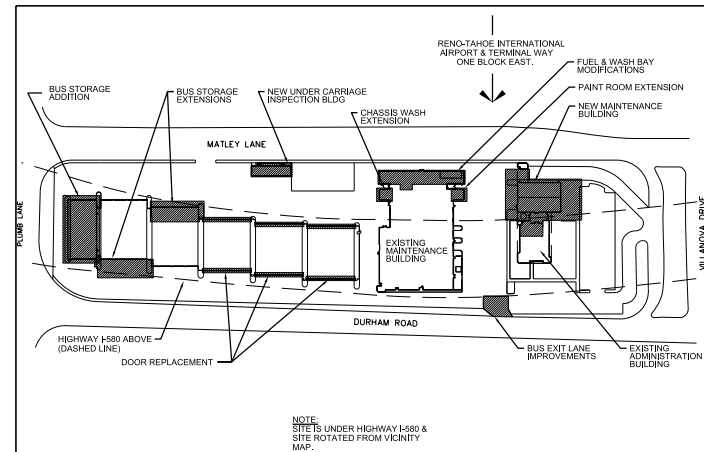
2050 VILLANOVA DRIVE, RENO, NEVADA



VICINITY MAP
NTS



PROJECT LOCATION
BELOW I-580



SITE LOCATION MAP
NTS



NOTE:
SITE IS UNDER HIGHWAY I-580 &
SITE ROTATED FROM VICINITY
MAP.

CH2MHILL® GENERAL COVER SHEET		REGIONAL TRANSPORTATION COMMISSION OF WASHOE COUNTY VILLANOVA MAINTENANCE FACILITY RENOVATION & EXPANSION PROJECT	
		DATE: JULY 2015 PROJ: 654456 DWG: 001-G-001 SHEET: 1	VERIFY SCALE: BAR IS ONE INCH ON ORIGINAL DRAWING.
SUBMITTER: SITE 205 RENO, NV 89501 (775) 332-7300		REGIONAL TRANSPORTATION COMMISSION OF WASHOE COUNTY VILLANOVA MAINTENANCE FACILITY RENOVATION & EXPANSION PROJECT	
NO. DATE REASON FOR	NO. DATE REASON FOR	PRELIMINARY	

EXTERIOR SITE LIGHTING PLAN



NOT TO SCALE

NOT TO SCALE

CH2MHILL.

SITE ELECTRICAL

SPECIAL USE PERMIT
EXTERIOR SITE LIGHTING PLAN



PK Electrical, Inc.
Engineering • Design • Consulting

REGIONAL TRANSPORTATION COMMISSION
OF WASHOE COUNTY
VILLANOVA FACILITY MODIFICATIONS

NO.	DATE	REVISION	BY	APVD
DSGN		CHK		
SV		SG		
		JEG		
		APVD		

VEHICLE SCALE	1" = 400'
BASIC ONE INCH	
GRAPHIC SCALE	
DATE	9/14/2015
PROJ	654456
DWG	001
SHEET	1 of 1

PRELIMINARY

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